

Approved on 02/21/08

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING**

COMMITTEE: Quality Service Delivery Systems

RECORDER: Angela McGuire **DATE:** November 29, 2007

SUMMARY

PRESENT: Marie Kanne Poulsen, Beverley Morgan-Sandoz, Brigitte Ammons, Jim Bellotti, Fran Chasen, Susan Graham, Linda Landry, Lois Pastore, Kris Pilkington, Letha Sellars, Angela McGuire (staff)

ABSENT: Wanda Davis, Pamela Quiroz, Kate Warren, Diane Kellegrew (staff)

GUESTS: Audrey Clurfeld, Danny Eagen, Leslie Fogg, Virginia Reynolds, Cameron Stone, Laura White, Jane Wilson

LIAISONS: Michael Miguelgorry, Patric Widmann

- I. INTRODUCTION AND WELCOME TO NEW MEMBERS
 - A. Members and visitors introduced themselves. There are no new members.
- II. AGENDA REVIEW
 - A. Three items were added to the agenda under Committee Activities.
- III. REVIEW AND APPROVAL OF MINUTES
 - A. September notes were reviewed and approved as written.
- IV. CHAIR'S REPORT
 - A. Marie Poulsen reported on her involvement with the Parent Leadership group and the ES Personnel Model work group. activities later. M Poulsen also represented Part C at a national infant mental health forum; she reported on activities in other states and sparked discussion on CAPTA activities in California at the local and state levels.
 - B. Beverley Morgan-Sandoz invited discussion on making Early Head Start and Head Start programs more aware of resources available through Early Start (ES FRCs) and building better linkages among EHS/HS, LEAs and RCs.
- V. PRIORITY/OUTCOME AND ACTION PLAN

- A. Review/approval of survey to departments- Committee discussed in detail the draft questions for the survey and whether or not this activity would provide useful data and rich information in the end. The intention is to identify services and supports, in communities, for promotion, prevention and intervention for social, emotional, behavioral well-being. Committee members and guests also indicated a strong need for training in relationship-based services and implementation in natural environments. A new set of questions was drafted (attached) and will be presented to ICC for approval tomorrow.

VI. COMMITTEE ACTIVITIES

A. Membership

- Process for identifying and requesting community reps- In their report to ICC tomorrow, Chairs will emphasize urgency for having new members assigned.
- QSDS specifically needs
 1. Parent representation with a younger child (under 8)
 2. LEA representation
 3. Vendor/provider representation
 4. Representation from DMH
 5. Representation from First5

B. Report from Monitoring Unit

- Michael Miguelgorry reported on collaboration with CDE, participation in recent Early Start Institute, and development of ES Focused Monitoring system and manual.
- Statistics on Early Start complaints, appeals, mediation and resolutions- Report on recent mediation and due process decisions was distributed.
- Discussion
 1. **QSDS requests that the department implement a process for documenting and reporting trends to ICC; information would be used for development of recommendations and identification of statewide training needs.**

C. Personnel Model Workgroup- WestEd reporting

- Kris Pilkington reported on challenges and progress of work on the ES Personnel Model.

D. Discussion: OSEP findings

- There is no new information from OSEP. Responding to OSEP findings will be a topic of discussion at the meeting of the 7 largest states next week in Arlington. Currently, there are no fiscal repercussions to findings. DDS will provide update in February.

E. Format for verbal report-

- Comment: The format addresses the priority; the chairs will continue to report on other discussion.
 - F. QSDS representative at the January 23 CAPTA Training in Foster City- The Summit and follow-up trainings were discussed during the Chair's report. Letha Sellars (or a staff member) will attend and report back. Other members who attend are encouraged to report as well.
 - G. Recruitment and Appointment Protocol- Discussed under Membership. Specific input:
 - Under item 5, Responsible Person: ICC Chair or designee, ex. Committee Chair
 - Under item 1: Add 'a. Committees review their representation needs (same time or prior to annual review of ICC members)'
- VII. ACTION AND RECOMMENDATIONS
- A. Survey was finalized and will be presented to ICC for approval tomorrow.
 - B. QSDS requests that the department implement a process for documenting and reporting to ICC trends identified via monitoring activities and tracking of due process decisions; information would be used for development of recommendations and identification of statewide training needs.
- VIII. NEXT MEETING: February 21, Irvine, Hyatt Regency